



NRA Proposers Guidebook

Purpose

Help Proposers respond to NRA's by providing additional information on NRA Process

Intended as *Guidance* only

NFS and NASA G & CA Handbook have Precedence



NRA Proposers Guidebook

History

- **Each Code managed their own NRA process....led to differing requirements and inconsistencies**
- **Code S (Office of Space Science) had an informal guide; data on common problems encountered by proposers**
- **Grants Management Process Team initiated the re-engineering of the Grants process**
- **HQ Grants Steering Committee formed. Members from Enterprise and Functional HQ Offices, Chief Counsel, GSFC Grants.**



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Methodology

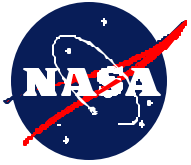
- **Used Code S informal Guide as a starting point**
- **HQ Grants Steering Committee generated comments, common concerns, and ideas**
- **Produced a consolidated Guidebook based the collective corporate experience of the HQ Steering Committee**



NRA Proposers Guidebook

Content

- **Foreword**
 - General Intro to NASA's Sponsored Research Program, and a broad statement of policy
- **Chapter 1: Introduction**
 - Overview of NASA Research Announcements
- **Chapter 2: Proposal Preparation and Organization**
 - Nuts and bolts guide on how to structure a proposal



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Content (cont'd)

- **Chapter 3: Proposal Submission Procedures**
 - Checklist for Presubmission and submission procedure
 - Discussion of NOI's, late submission of proposals, etc.
- **Chapter 4: Frequently Asked Questions**
 - Various Q&A's of interest



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Content (cont'd)

- **Appendix A: Guide to key documents on the World Wide Web**
- **Appendix B: Instructions for Responding to NRA's**
(NFS 1852.235-72)
- **Appendix C: Proposal Processing, Review and Selection**
- **Appendix D: Awards and Continued Support**
- **Appendix E: Proposal Forms Kit**



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Process

- **Code H consolidated all comments and produced final draft**
- **Reviewed by the HQ Grants Steering Committee**
- **Posted to the Web....Procurement Library “*What’s Happening*”**
- **Solicited comments from other program personnel at the Enterprise Codes and from the Inter-Center Working Group**
- **Currently out for comment to the Recipient Community**
- **Will be posted to the Procurement Library**

<http://ec.msfc.nasa.gov/hq/library/library.html>



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Next Step....

- **NRA Preparation Guide**
- **Produce a Guide for HQ Codes. Seek common structure and uniform format for publishing NRA's**



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